

Virginia Opioid Abatement Authority

AGENDA

March 21, 2023

5:30 pm

Region Ten Community Services Board
500 Old Lynchburg Road
Charlottesville, Virginia

Public comments will not be taken during this meeting. However, a town-hall style listening session will be held immediately after this meeting at the same location.

- | | | |
|------|---|--|
| I) | Call to Order and Establish Quorum | Senator Todd Pillion, Chair |
| II) | Approval of December 1, 2022 Minutes | Senator Todd Pillion, Chair |
| III) | Recognition of Guests and Agency Liaisons | Senator Todd Pillion, Chair |
| IV) | Update Executive Director | Tony McDowell, Executive Director |
| V) | Update from the Grants Committee | Dr. Sarah Melton, Chair, Grants Committee |
| VI) | Update from the Finance Committee | Mr. J. Adam Rosatelli Finance Director |
| VII) | New Business | Tony McDowell, Executive Director |
- a. Consideration to approve and adopt the proposed Personnel Policy Manual
 - b. Consideration of a new full-time position - Business Systems Analyst with position not to exceed \$140,000 (salary and benefits).
 - c. Consideration to provide signatory authority for the executive director to negotiate a contract for professional services - events planning/management, not to exceed \$35,000 for FY23 and FY24 combined
 - d. Consideration to provide signatory authority for the executive director to negotiate a contract for professional services - communications, branding, and marketing, not to exceed \$15,000 for FY23 and FY24 combined
 - e. Board concurrence of Grant Committee recommendations regarding the grant guidance and processes for cities and counties

- f. Board concurrence of "measured approach" as approved by the Finance Committee
- g. Consideration to provide signatory authority for the executive director to negotiate a contract for professional services - financial advisor, not to exceed \$100,000 for FY23 and FY24 combined

VIII) Adjournment

Senator Todd Pillion,
Chair

DRAFT

Board and Committee Meetings 2023-2024

| Month | Date | Type | Location | Notes |
|------------|------|---|--|--|
| Jan 2023 | 6 | Grants Committee | Virtual | |
| | 10 | Finance Committee | Richmond | |
| | 30 | Grants Committee / Listening Session | Hanover | <ul style="list-style-type: none"> Grants Committee was cancelled |
| Feb 2023 | 28 | Listening Session | Norfolk | |
| March 2023 | 21 | FULL BOARD/ Listening Session | Charlottesville | <ul style="list-style-type: none"> Consider any denial appeals Review Operational Plan |
| April 2023 | 8 | Grants Committee / Listening Session | Abingdon | <ul style="list-style-type: none"> Consider any pending recommended awards Review process for state grants |
| May 2023 | 1 | Finance Committee | Virtual | <ul style="list-style-type: none"> Review budget amendments Consider scope of work for financial advisor firms |
| June 2023 | 9 | Grants Committee | In person Abingdon | <ul style="list-style-type: none"> Consider any pending recommended awards |
| | 23 | FULL BOARD | Virtual | <ul style="list-style-type: none"> Consider any denial appeals |
| July 2023 | | | | |
| Aug 2023 | 18 | Grants Committee | In person Location TBD | <ul style="list-style-type: none"> Consider state agency awards |
| Sept 2023 | | | | |
| Oct 2023 | 2 | Finance Committee | In person Location TBD | <ul style="list-style-type: none"> Receive results of financial advisor report |
| Nov 2023 | 14 | FULL BOARD | The Homestead <i>In conjunction w/ VACO</i> | <ul style="list-style-type: none"> Adopt OAA Admin Guidelines Adopt Finance Committee recommendations re long-term financial strategies Authorize staff to contract with portal software vendor Conduct annual elections |
| Dec 2023 | 4 | Grants Committee | In person Location TBD | <ul style="list-style-type: none"> Consider any pending recommended awards |

Board and Committee Meetings 2023-2024 (Cont'd)

| Month | Date | Type | Location | Notes |
|------------|------|-------------------|----------|---|
| Jan 2024 | | | | |
| Feb 2024 | 2 | Grants Committee | | <ul style="list-style-type: none"> • Consider any pending recommended awards |
| March 2024 | | | | |
| April 2024 | 26 | Grants Committee | | <ul style="list-style-type: none"> • Consider any pending recommended awards • Consider state agency awards |
| May 2024 | 10 | Finance Committee | | <ul style="list-style-type: none"> • Consider FY24 & FY25 Budget Amendments |
| | 24 | Full Board | | <ul style="list-style-type: none"> • Consider budget amendments for FY24 and FY25 • Consider any denial appeals |
| June 2024 | | | | |
| July 2024 | | | | |
| Aug 2024 | | | | |
| Sept 2024 | | | | |
| Oct 2024 | | | | |
| Nov 2024 | | | | |
| Dec 2024 | | | | |

Virginia Opioid Abatement Authority
Operational Plan for 2023-24

March 15, 2023


Members of the OAA Board of Directors,

The purpose of this “operational plan” is to document the goals of the Virginia Opioid Abatement Authority and to list the specific strategies and tactics envisioned to achieve those goals.

Because the OAA is a new organization with a new mission, it is inevitable that we will encounter unanticipated opportunities and challenges. For this reason we do not expect this operational plan to be a rigid document, but rather one that provides us with a general plan for accomplishing our goals while remaining flexible in how we follow the specific strategies or tactics. For this reason the document is intended to be a “living document.”

You will note there is a version history at the bottom of the page; from time to time we will publish updates and provide them to you and post to our website for public review.

Respectfully,



Anthony E. “Tony” McDowell
Executive Director

Virginia Opioid Abatement Authority

Operational Plan for 2023-24

GOAL #1: DISTRIBUTE FUNDS TO CITIES, COUNTIES, AND STATE AGENCIES IN ACCORDANCE WITH 2.2-2368

Strategy #1: Conduct an application period for grants to individual cities and counties for FY23 and FY24.

Tactics:

1. Engage the OAA Grants Committee in the review process (due 1/6)
2. Open the grant portal (due 1/19)
3. Present the concept of Planning Grants to the OAA Grants Committee (1/30)
4. Add Planning Grants to the portal (Feb 1)
5. Develop a process chart to describe review process for each application 2/27
6. Provide first round of recommendations to the Grants Committee 2/28
7. Present denials to the Full Board on 3/21
8. Present second round of recommendation to the Grants Committee 4/8
9. End of application period is May 5
10. Grants Committee - present final round of recommendations June 9
11. Full Board meeting to present denials - June 23

Strategy #2: Conduct an open application period for cooperative partnership awards that runs from January 19-May 5, 2023.

Tactics:

1. Engage the OAA Grants Committee in the review process (due 1/6)
2. Open the grant portal (due 1/19)
3. Develop a process chart to describe review process for each application 3/15
4. Stop taking applications on May 5
5. Present recommendations to the Grants Committee June 9

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6. Present the Grants Committee's recommendations to the Full Board - June 23

Strategy #3: Conduct a process for state agency grants for FY2024

Tactics:

1. Start building template for the MOU (instrument that will be used instead of a "grant")
2. Draft the RFP.
3. Obtain approval from Grants Committee on the details. April 8.
4. Announce a request for proposals (RFP) process. April 17.
5. Conduct a Q&A process. April 24.
6. Proposals due. June 21
4. Negotiation period. June 22-August 17
5. Grants Committee awards. August 18
6. Awards made Sept 3

Strategy #4: Require submission of FY23 annual reports from cities and counties (that received FY23 awards) by Sept 1, 2023.

Tactics:

1. Develop a reporting template and provide to cities and counties 7/1
2. Review all localities' submissions to ensure either:
 - a. They did not receive OAA funds in FY23 and therefore do not have to submit, or
 - b. They did receive OAA funds in FY23 and must submit report
3. Review all submissions and compile a summary report (due 11/14/2023)
4. Conduct follow-up with localities as needed (on-going)

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Strategy #5: *Develop an online portal that provides communications capabilities, serves as the grants application and review tool, and provides a platform for sharing financial and performance data.*

Tactics:

1. Bring System Admin/Business Analyst position on board. May 1, 2023
2. Implement a plan to continue utilizing paper-based applications with FAACT/GIS visualization. June 15, 2023
3. Convene a focus group of customers to help determine system requirements and capabilities for the full system. June 1, 2023
 - i. Review existing RFPs used by state agencies for acquiring RMS/grants management systems (such as FAACT, DBHDS) June/July 2023
 - ii. Obtain feedback from staff who procured these systems. June/July 2023
4. Invite vendors to workshop with us and the focus group. July 17, 2023
5. Develop the scope of core requirements. August 1, 2023
6. Issue an RFP to procure a contractor to develop and manage the portal. Sept. 1, 2023.
7. Hold a virtual meeting with potential proposers to answer questions. Sept. 15, 2023
8. Proposals due back to the OAA no later than Nov. 3, 2023
9. Conduct review of proposals, negotiate, and select a vendor. Jan 5., 2024
10. Work with vendor to build the system. January through May, 2024
 - i. Vendor to upload legacy data into the new system. April, May, June.
 - ii. Conduct Beta test. May/June 2024
11. Launch the new portal (live) by July 1, 2024 so that recipients can use the system to complete their annual report.

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Strategy #6: *Conduct an open application period for city and county grants Oct. 1, 2023 - April 1, 2024*

Tactics:

1. Modify all forms as needed to reflect new application period (including the options for Individual Cities & Counties to request money they haven't yet and/or to amend funding they have received). By Sept 1
2. Revise guidance and terms and conditions to reflect new application period, any new or revised requirements, etc. By Sept 1.
3. Provide first round of city/county recommendations to the Grants Committee. 12/4
4. Present second round of city/county recommendation to the Grants Committee Feb. 2, 2024
5. Grants period for cities and counties closes April 1
6. Present third / final round of recommendations to the Grants Committee April 26
7. Present denials to the Full Board on May 17

Strategy #7: *Develop a policy and practice for conducting financial and programmatic audits of recipients.*

Tactics:

1. Research methods used by other state agencies for conducting audits
2. Conduct a strategy session with APA and agencies identified in tactic #1
3. Create a policy based on #1 and #2
4. Bring the policy to the Board for approval. Nov. 14

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Operational Plan for 2023-24

GOAL #2: CONDUCT A COMPREHENSIVE COMMUNICATIONS AND OUTREACH PROGRAM TO SHARE INFORMATION ABOUT OPIOID SETTLEMENTS AND THE OPIOID ABATEMENT AUTHORITY

Strategy #1: Initiate a list serve.

Tactics:

1. Create an account with a professional list-serve provider – Completed 1/11/23
2. Develop a method for collecting data from individuals who want to be on the list

Strategy #2: Contract with an individual to provide graphic arts/design services to the OAA.

Tactics:

1. Research available providers on EVA
2. Select the contractor (due mid-March)

Strategy #3: Provide an electronic newsletter that is sent to a list-serve.

Tactics:

3. Enter a contract with a firm or individual to manage the newsletter and to create a “look and feel” for the press releases
4. Staff to implement a monthly summary of information to provide to the firm
5. Send out monthly summary to the list-serve

Strategy #4: Initiate a press release process.

Tactics:

1. Compile a list of media outlets in Virginia (print, online, television) that should receive press releases
2. Develop and launch a process for providing information for press releases and to send out.

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Strategy #5: *Plan and provide a series of virtual webinars.*

Tactics:

1. Brainstorm topics of webinars for the OAA to host
2. Advertise the webinars appropriately (and co-host with certain organizations)

Strategy #6: *Actively participate in select industry meetings and conferences*

Tactics:

1. Identify key conferences in Virginia (and limited number of national events)
2. Identify staff and/or Board members to attend / present at the various meetings

Strategy #7: *By Mid-2024 Launch a new version of the OAA website to provide a “one-stop shop” for information, a data dashboard, and access to the grants portal.*

Tactics:

1. Develop a concept of what information is desired on the website
2. Identify whether to continue to utilize VITA resources, or sign a contract with a web design firm
3. Integrate the grants portal component
4. Launch new website at the same time the new portal goes live.

Strategy #8: *Provide OAA Staff Members and Board with speaking points and draft written materials for their own outreach efforts*

Tactics:

1. Develop a standard “OAA overview” PowerPoint with speaker notes
2. Develop op-ed drafts in the spring and fall for distribution to the Board

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GOAL #3: DEVELOP AND LAUNCH A TECHNICAL ASSISTANCE PROGRAM TO CITIES AND COUNTIES

Strategy #1: *Develop a “toolkit” of programs and efforts that meet Virginia’s statutory requirements for abatement.*

Tactics:

1. Pursue options for the creation and maintenance of the toolkit
2. Present options to the Full Board for approval on June 23
3. Maintain on the website a survey tool that organizations can complete in order to be considered for inclusion in the toolkit.
4. Develop a process for annually reviewing the programs in the toolbox to determine whether they continue to meet requirements.

Strategy #2: *Provide cities and counties with access to technical assistance in the completion of grant applications, performance measurement, and reporting.*

Tactics:

1. Hire mobile outreach specialist with subject matter expertise in abatement programs, to be centered in or near Abingdon.
2. Work with DBHDS to develop cooperative contracts with firms that can provide consulting services to cities and counties.
3. Pursue grants/contracts with academic institutions to create teams of students that can assist cities and counties with data collection and reporting.

Strategy #3: *Host two “Opioid Abatement Best Practices for Local Government” Workshops in summer/fall 2023*

Tactics:

1. Conduct a request for proposals to engage a professional events management firm.
2. Solicit co-sponsors (VASAM, VACo, VML, DBHDS, VACSBs).
3. Form a Program Planning Committee and provide staff support.
4. Conduct the workshops (Sept 7 in Abingdon, Oct 19 in Charlottesville).

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Strategy #4: *Seek a relationship with a university to perform ongoing analysis of OAA outcomes (push to 2024-25)*

Tactics:

1. Develop an RFP with defined scope of services OAA would like to see performed by the academic institution.
2. Invite various state colleges/universities to bid on the project.
3. Award the contract
4. Expect first report to be provided by the contracted university.

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GOAL #4: FORMALIZE THE OAA'S ADMINISTRATIVE AND BUSINESS OFFICE FUNCTIONS

Strategy #1: *Obtain access to all COV business systems.*

Tactics:

1. Obtain state emails and passwords (completed Feb 2023)
2. Work with VITA and other liaisons to complete access to systems (completed Feb. 1)

Strategy #2: *Implement a MOU with a responsible state agency that includes management of OAA to locality wire transfers.*

Tactics:

1. Develop a timeline with the agency for negotiating and finalizing a MOU
2. Complete legal review with OAG
3. Sign the MOU with target date of April 7, 2023

Strategy #3: *Hire staff and interns needed to conduct support functions for the main OAA office.*

Tactics:

1. Recruit and hire outreach specialist by March 25, 2023
2. Recruit and hire an accountant/fiscal analyst after the execution of the agency MOU.
3. Develop and manage an internship program that runs continuously, with first interns to start by April 1, 2023

Strategy #4: *Create a comprehensive OAA Business Administration Manual that includes the OAA bylaws, Board-approved policies, the human resources policy manual, internal financial controls document, budget process document, grant recipient audit policy, and a procurement policy.*

Tactics:

1. Identify roles for each member of the staff in developing these documents

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2. Aim for all documents to be in a final draft version by August 1, 2023
3. Bring to the Finance Committee for approval on Oct. 2, 2023
4. Bring to the Full Board for final approval on Nov. 14, 2023

Strategy #5: ***Publish a bi-annual budget that includes a written long-term financial strategy.***

Tactics:

1. Review existing/known budget and cost estimates no later than March 1 – budget developed w/ most recent estimates and assumptions is complete
2. Draft the bi-annual budget for consideration by the Finance Committee on May 1 (reflective of best estimate if settlements haven't been finalized)
3. Seek Board approval of revised FY23 and the FY24 budget during their June 23 meeting.
4. Collaborate with DPB to align the Board-approved budget with State budget

Strategy #6: ***Engage a financial analyst firm to explore the topic of securitization and to create an investment plan consistent with statute.***

Tactics:

1. Identify a qualified vendor, either through RFP or existing state contract
2. Submit to vendor the scope of work and requirements (after Finance Committee approval on May 1, 2023)
3. Work with the vendor to finalize their recommendations during the timeframe of mid-May through Oct. 2.
4. Present the results to the Finance Committee on Oct. 2, 2023
5. Present Finance Committee recommendation to full Board for approval. Nov. 14

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Strategy #7: Conduct annual performance reviews for all employees

Tactics:

1. Research options for types of reviews, make a decision on the type and form of review to be used by July 1.
2. Incorporate the review process overview into the Human Resources Policy document (July)
3. Complete all employee reviews by September 1, thereafter to be completed in May of each year.

Strategy #8: Develop a legislative awareness program for Board members

Tactics:

1. Draft a policy for Board approval that defines the role(s) to be played by OAA staff and by OAA Board members as related to state legislation
2. Develop a practice or mechanism, connected to the policy, whereby OAA staff provides Board members with certain types of information regarding legislative and state budget updates.

Strategy #9: Complete the 2023 Annual Report

Tactics:

1. Develop a draft by Thanksgiving
2. Provide draft to graphic artist to begin formatting and design
3. Provide final draft to Chairman by end of the year
4. Submit the final version on first week of January 2024 (statutorily due no later than January 10, 2024).

| Goal | Strategies | Status / Time Frame | Staffing Needs |
|---|---|------------------------------|-----------------------------|
| #1: Distribute funds to cities, counties, and state agencies in accordance with 2.2-2368 | 1 Conduct an application period for grants to individual cities and counties for FY23 and FY24. | Open now | |
| | 2 Conduct an open application period for cooperative partnership awards that runs from January 19-May 5, 2023. | Open now | |
| | 3 Conduct a process for state agency grants for FY2024 | April 17 - Sept 3 | |
| | 4 Require submission of FY23 annual reports from cities and counties (that received FY23 awards) by Sept 1, 2023. Develop an online portal that provides communications capabilities, serves as the grants application and review tool, and provides a platform for sharing financial and performance data. | Sept 1, 2023 | |
| | 5 Conduct an open application period for city/county grants Oct. 1, 2023 -April 1, 2024 | July 1, 2024 | |
| | 6 Develop a policy and practice for conducting financial and programmatic audits of recipients. | Oct. 1, 2023 - April 1, 2024 | |
| | 7 | Fall 2023 | |
| | 8 | | |
| #2: Conduct a comprehensive communications and outreach program to share information about opioid settlements and the OAA | 1 Initiate a list serve. | Done | |
| | 2 Contract with an individual to provide graphic arts/design services to the OAA. | March 2023 | |
| | 3 Provide an electronic newsletter that is sent to a list-serve. | June 2023 | |
| | 4 Initiate a press release process. | June 2023 | |
| | 5 Plan and provide a series of virtual webinars. | Ongoing | |
| | 6 Actively participate in select industry meetings and conferences | Ongoing | |
| | 7 By Mid-2024 Launch a new version of the OAA website to provide a "one-stop shop" for information, a data dashboard, and access to the grants portal. | Mid-2024 | 1 FTE Business Analyst |
| | 8 Provide OAA Staff Members and Board with speaking points and draft written materials for their own outreach efforts | Summer 2023 | |
| #3: Develop and launch a technical assistance program to cities and counties | 1 Develop a "toolkit" of programs and efforts that meet Virginia's statutory requirements for abatement. | Provide options June 23 | |
| | 2 Provide cities and counties with access to technical assistance in the completion of grant applications, performance measurement, and reporting | Ongoing | 1 FTE Abatement Coordinator |
| | 3 Host a series of "Opioid Abatement Best Practices for Local Government" in summer/fall 2023 and into 2024 | Planning now | |
| | 4 Seek a relationship with a university to perform ongoing analysis of OAA outcomes (push to 2024-25) | 2024-2025 | |
| #4: Formalize the OAA's administrative and business office functions | 1 Obtain access to all COV business systems. | Done | |
| | 2 Implement a MOU with a responsible and capable state agency that includes management of OAA to locality wire transfers. | Due April 7, 2023 | |
| | 3 Hire staff and interns needed to conduct support functions for the main OAA office. | Ongoing | |
| | 4 Create a comprehensive OAA Business Administration Manual that includes the OAA bylaws, Board-approved policies, the human resources policy manual, internal financial controls document, budget process document, grant recipient audit policy, and a procurement policy. | Draft due Oct. 2, 2023 | 1 FTE Sr. Accountant |
| | 5 Draft a bi-annual budget for Finance Committee review (5/1) and eventual Board approval (6/23) | May 1, 2023 / June 23, 2023 | |
| | 6 Engage a financial analyst firm to explore the topic of securitization and to create an investment plan consistent with statute. | Plan due Oct. 2, 2023 | |
| | 7 Conduct annual performance reviews for all employees | Sept. 1, 2023 | |
| | 8 Develop a legislative awareness program for Board members | 2024 G.A. Session | |
| | 9 Develop the 2023 Annual Report in accordance with Code of Virginia | No later than Jan. 10, 2024 | |

| Jan. | Feb. 2023 | March 2023 | April 2023 | May 2023 | June 2023 | July 2023 | Aug 2023 | Sept 2023 | Oct. 2023 | Nov. 2023 | Dec. 2023 |
|--|---|------------------------|--------------------------|-----------------------------|--|------------------------|---|---|----------------------------|----------------------------|---------------------------|
| Goal 1: Grant Process | Listening Session 2/12 | Listening Session 3/21 | Grants Committee Mtg 4/8 | Finance Committee Mtg 5/1 | Grants Committee Mtg 6/9 | Full Board Mtg 6/23 | Grants Committee Mtg 8/18 | | Finance Committee Mtg 10/2 | Full Board Mtg 11/14 | Grants Committee Mtg 12/4 |
| | Listening Session 2/28 | Listening Session 3/21 | Listening Session 4/8 | RX Summit Atlanta 4/10-4/13 | | | | | | | |
| | Applications for individual cities & counties for FY23 and FY24 awards | | | | | | | | | | |
| | Individual city/county grant performance period FY23 | | | | | | | | | | |
| | Applications for cooperative partnerships for FY24 awards | | | | | | | | | | |
| Goal 2: Communications | Application process for cities/counties for FY24 and FY25 | | | | | | | | | | |
| | FY23 Annual Reports Due 9/1 and summarized for the 11/14 Board mtg | | | | | | | | | | |
| | Performance Period for all FY24 City and County Grants | | | | | | | | | | |
| | State Agency RFP process open (FY24) | | | Review & negotiation | | Award | | Performance Period for FY24 state agency awards | | | |
| | Software and reporting - integration with FAACT - Research | | | | Software and reporting - RFP and procurement process | | Develop and propose an audit process for grants | | | | |
| Goal 3: Assistance to localities | Maintain the OAA list-serve and newsletter and invite individuals to sign up for messages | | | | | | | | | | |
| | Local Atty Conference Roanoke 4/20-4/22 | | | VGFOA Va Beach 5/3-5/5 | | VLGMA Va Beach 6/7-6/9 | | Va Sheriffs Assoc Va Beach 9/19-9/21 | | VML Norfolk 10/7-10/9 | |
| | | | | | | | | VaSAM Va. Beach 11/3-11/4 | | VACO Homestead 11/12-11/14 | |
| | Research and formulate options for toolkit | | | | | | | | | | |
| | Toolkit construction and dissemination | | | | | | | | | | |
| Goal 4: Formalize Admn. Processes | Hire abatement coordinator - SW | | | | | | | | | | |
| | VIG/OAA Webinar 3/8 | | | VIG/OAA Webinar 4/19 | | | OAA Workshop Abingdon 9/7 | | OAA Workshop C'ville 10/19 | | |
| | Traveling roadshow to visit cities and counties | | | | | | | | | | |
| | MOU w/ DBHDS | | | | | | | | | | |
| | Hire and train intern(s) | | | | | | | | | | |
| Hire Business Analyst | | | | | | | | | | | |
| Revise FY23 budget | | | | | | | | | | | |
| Develop and propose FY24 budget | | | | | | | | | | | |
| Develop / complete OAA Administrative Manual / policies | | | | | | | | | | | |
| Finalize | | | | | | | | | | | |
| OAA Annual Report | | | | | | | | | | | |
| Develop and launch legislative monitoring plan for OAA Board Members | | | | | | | | | | | |
| Present to Full Board | | | | | | | | | | | |

Draft

Virginia Opioid Abatement Authority
(VOAA)

Personnel Policy Manual

This personnel policy manual was written to support the administration of the Virginia Opioid Abatement Authority (“the Authority”) in order to fulfill its mission, which is to abate and remediate the opioid epidemic in the Commonwealth pursuant to Title 2.2, Chapter 22, Article 12, *Code of Virginia*. (§ 2.2-2365 et seq.)

The Authority is statutorily authorized to employ such staff as is necessary to perform the Authority’s duties, as well as fix the salaries and compensation of such staff. Staff of the Authority are treated as state employees for purposes of participation in the Virginia Retirement System, health insurance, and all other employee benefits offered by the Commonwealth to its classified employees. Staff of the Authority are not subject to the provisions of Chapter 29 (§ 2.2-2900 et seq.) of title 2.2 (Virginia Personnel Act). The Authority is a small entity that contracts with Department of Behavioral Health and Developmental Services (DBHDS) for a number of its administrative, financial, and human resources functions.

The policies contained herein pertain to the staff employed by, and serving at the pleasure of the Authority, and the Executive Director, as appropriate, and are subject to adoption by a majority vote of the Authority’s Board of Directors.

SECTION 1

TERMS AND DEFINITIONS

Below are certain terms and definitions that appear throughout the policy manual. Except as clearly indicated by the context in which the term appears, these terms shall have consistent meaning throughout the entirety of the manual.

- Authority or VOAA – Virginia Opioid Abatement Authority
- Board of Directors or “the Board” – The Board of Directors of the Virginia Opioid Abatement Authority, pursuant to § 2.2-2367, *Code of Virginia*.
- Executive Director – The person appointed by the Board of Directors to oversee and manage the Authority’s operations.
- Hiring Manager/Manager – An individual overseeing the day-to-day functions of an operational area of the Authority.

- Employee – Any full-time or part-time individual who is paid a salary (exempt). All salaried employees of the Authority are considered “At-will.”
- Hourly Employee – Any individual who is paid at an hourly rate (non-exempt). All hourly employees of the Authority are considered “At-will.”
- Contractor – Non-employees performing services for the Authority through a contractual agreement to conduct business for the benefit and on behalf of the Authority.
- Intern – A non-employee performing services for the Authority, which may be paid or unpaid, to conduct business for the benefit of the Authority, pursuant to an agreement with a sponsoring institution or entity.
- Hiring Committee – Also known as the personnel committee, is a committee appointed by the Chairman of the Board to assist in the governance of this policy.

SECTION II

STANDARDS OF CONDUCT

Authority employees are expected to act with honesty, integrity, and openness in all dealings as representatives of the Authority. The Authority promotes a working atmosphere that values respect, fairness, and integrity. To that end, all Authority employees will:

- Perform all duties and responsibilities ethically and in accordance with applicable laws, regulations, policies, and procedures, including the Commonwealth of Virginia’s Conflict of Interest Act;
- Ensure that the Authority promotes working relationships among the Board of Directors, its staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and honesty;
- Strive for professional excellence by maintaining and enhancing professional knowledge, skills, and abilities;
- Ensure good stewardship of Authority resources by diligently evaluating Authority initiatives;
- Manage Authority funds responsibly and prudently to effectively fulfill the mission;
- Avoid any conflict of interest or impropriety between personal and professional roles;
- Perform all duties in a manner that instills public confidence in the Authority; and
- Preserve confidential information acquired in the course of employment and make no use of such information for the advancement of personal interests.

The following list is not all-inclusive, but illustrates unacceptable conduct which may result in corrective action up to and including termination of employment:

- Unsatisfactory attendance or excessive tardiness;
- Abuse of state time such as unauthorized time away from the employee’s work area;
- Obscene or abusive language or behavior;
- Conviction of a moving traffic violation while using a state or other public use vehicle;
- Insubordination;

- Failure to follow a manager's instructions;
- Failure to perform assigned work;
- Failure to comply with established written policy and safety rules;
- Failure to maintain required qualification, certification, licensure, and training requirements;
- Failure to obtain approval from manager prior to working overtime;
- Reporting to work under the influence of alcohol or illegal drugs, or impaired as a result of using legally prescribed drugs in a manner inconsistent with prescriber instructions;
- Failure to report to work without proper notice to one's manager;
- Unauthorized use, misuse, or possession of Authority property, records, or information technology resources;
- Disclosure by any means or medium of any proprietary or confidential information filed with the Authority pursuant to statute, regulation, or policy, or otherwise provided to the Authority with the expectation of nondisclosure;
- Falsifying any record, such as vouchers, reports, insurance claims, time records, leave records, or other official documents;
- Knowingly making a false or malicious claim of a violation by the Authority of its policies prohibiting discrimination and workplace harassment;
- Acts of physical violence or fighting;
- Sleeping during working hours;
- Reporting to work in possession of a firearm, weapon, or explosive;
- Conduct or failure to report conduct that seriously impedes or disrupts Authority operations so as to hinder service to the public or discharge of statutory duties;
- Failure to strictly adhere to the Conflict of Interest Act (Va. Code § 2.2-3100 *et. seq.*), Article 6, Ethics in Public Contracting, of the Virginia Public Procurement Act (Va. Code § 2.2-4367 *et. seq.*), and all other laws and regulations;
- Criminal conviction or unlawful conduct such that continued employment is not in the best interest of employees, the Authority, or the public.

Employee discipline in particular cases in no way alters or limits the at-will relationship between the Authority and its employees. While some infractions or other situations may warrant immediate termination, others may warrant less severe forms of discipline.

SECTION III

EMPLOYMENT TYPE

The Federal Fair Labor Standards Act (FLSA) divides workers into two categories – exempt and non-exempt. An exempt employee is an employee who is typically in a managerial or supervisory position, is paid a salary, and is not eligible for overtime leave or pay. A non-exempt employee is an employee who is typically in an administrative position, is paid hourly, and is eligible for overtime leave or pay.

Employment status with the Authority is either full-time, part-time, or hourly which are defined as follows:

Full-time – Salaried positions requiring the equivalent of at least 40 hours of work per week for 12 months per year.

Full-time Reduced – Salaried positions requiring 32 hours of work per week for 12 months each year, with a 20% salary reduction. Full-time Reduced employees accrue leave benefits in proportion to their employment status and are granted holiday time off with pay at a reduced ratio.

Hourly – Hourly employees receive pay for hours worked rather than a fixed salary. They are part-time and may be temporary employees. Hourly employees:

- are non-exempt for purposes of calculating overtime;
- serve at the pleasure of the Executive Director of the Authority and have no guarantee of employment for a particular term;
- restricted to working no more than 1,500 hours in a consecutive 365-day period;
- are paid only for hours actually worked;
- are covered under the Authority's workers' compensation policy;
- do not accrue paid hours for vacation or sick time, and do not participate in the Virginia Sickness and Disability Program;
- cannot participate in the Commonwealth's health insurance, life insurance, retirement, or deferred compensation programs (in some instances, an hourly employee may participate in the Commonwealth's health insurance program at his own cost); and
- are paid on the 1st and the 16th of each month based on time worked during the previous pay period.

SECTION IV

NORMAL HOURS OF OPERATION

Due to the nature of the Authority's purpose, employees must generally work for certain periods during normal business hours. Employees are expected to report to work on time except under certain pre-approved circumstances.

- The Authority's normal business hours extend Monday through Friday from 8:30 a.m. to 5:00 p.m. Employees are entitled to a one-hour lunch break during this time. Holidays and authorized leaves of absence with pay count towards hours worked.
- In the event of a closing or early release due to inclement weather or other unforeseen emergency, employees will be credited with hours worked for the hours the Authority was officially closed. The Authority will follow closings issued for Commonwealth agencies (or local government agencies in areas in which field offices are located) as well as those additional closings authorized by the Executive Director. Closings will be announced on local radio and television stations or via telephone communications.

SECTION V

WORK SCHEDULES

Flexible Work Schedules: The Authority may allow employees to participate in flexible work schedules. Flexible work schedules can consist of compressed workweeks or flexible hours. A flexible work schedule may include taking a shortened lunch break in order to report to or leave work at an alternate time. Flexible work schedules are subject to the following guidelines:

- In general, employees are expected to work during the core business hours of 9:00 a.m. and 3:00 p.m.
- Flexible work schedules must be submitted to management for advance approval and will be considered on a case-by-case basis.
- Flexible work schedules will not be approved if doing so would result in a staffing shortage or place additional burdens on other employees.
- It is the employee's responsibility to ensure that program areas are covered during the Authority's core business hours.
- The Authority reserves the right to terminate any flexible work schedule if the employee's manager determines that Authority operations are adversely affected by the flexible work schedule(s), or where the employee's quality of work deteriorates to an unacceptable level due to such flexible work schedule.
- A flexible work schedule does not grant an employee special status with respect to inclement weather leave. For example, if an employee's normal workday ends at 4:00 p.m., and the office is closed an hour early (4:00 p.m.), the employee is not entitled to leave at 3:00 p.m., or take an additional hour off at a later time.

Telework: Employees may be eligible to work at an alternate physical location during their normal working hours with prior approval of management.

SECTION VI

OVERTIME COMPENSATION

Non-exempt employees may be eligible to receive overtime pay and leave. The following terms and requirements apply to all Authority Hourly Employees:

- The Authority's workweek is the seven-day period beginning each Sunday at 12:01 a.m. and ending at 12:00 midnight the following Saturday.
- Non-exempt employees are expected to report the number of hours worked each day by the 1st and 16th of each month for the applicable reporting period.
- Non-exempt employees are eligible for overtime compensation for hours worked exceeding 40 hours per workweek. An hourly Employee shall not work overtime without prior approval of their manager.

- Overtime compensation may take the form of leave (taking time off to account for the overage of hours) or pay (monetary compensation). Overtime leave and pay is granted at the rate of 1.5 hours or 1.5 times normal pay respectively for each hour worked in addition to the employee's normal weekly work hours.
- Managers may adjust the schedule of employees who work on a weekend day or holiday or work over eight hours in one day so that they work no more than a total of their regularly scheduled hours in one workweek.
- If a non-exempt employee takes a regular workday (or hours) off and works on an alternate day (or alternate hours), the non-exempt employee will be compensated for the alternate time at his normal rate of pay for the time worked.
- The Authority may pay a part or all of a non-exempt employee's overtime leave balance at any time, based on the employee's hourly rate at the time of the payment rather than the overtime rate.
- Non-exempt employees whose overtime leave balances have reached 240 hours in one calendar year will be granted overtime pay and will not continue to accrue overtime leave.

SECTION VII

LEAVES OF ABSENCE

Full-time employees may take approved leaves of absence from their normal work duties. The Authority provides several types of leaves of absence. Below is a brief description of the types of leave available to Authority employees. The amounts shown are pro-rated for Full-time Reduced Employees.

Annual Leave:

Executive Leave Program

The Executive Director follows the Executive Leave Program that provides 25 days (200 hours) of all-purpose leave (includes sick and personal leave not otherwise covered by the Virginia Sickness and Disability Program) on January 15 of each calendar year, to be used by January 14 of the following year. The days shall be non-accruing, and will be prorated for employees hired after January 15 of a particular calendar year based on the following table:

| Hire Date | # Days |
|------------------|---------------|
| Jan 15 – Jan 31 | 25 |
| February | 23 |
| March | 21 |
| April | 19 |
| May | 17 |
| June | 15 |
| July | 13 |
| August | 11 |

| | |
|--------------|---|
| September | 9 |
| October | 7 |
| November | 5 |
| Dec – Jan 14 | 3 |

Employees participating in the executive leave program may carry over a maximum of 10 days of leave in any given year. A new allotment of leave (25 days) will be applied on January 15th of each year. The total maximum number of days allotted (with the addition of carryover) each year is 35 days.

Employees participating in the executive leave program, who separate from state government service, voluntarily or involuntarily, shall be paid for their documented unused leave balance up to a maximum of 10 days (80 hours). Employees participating in the executive leave program who are terminated for performance or misconduct reasons will forfeit their payout of unused leave.

Traditional Leave Program

All other Authority employees not participating in the Executive Leave Program receive paid annual leave that can be taken for any purpose. Leave is earned for each pay period in which the employee works. The amount of leave accrued is dependent on the length of service in Virginia Retirement System (VRS) covered positions. Carrying over annual leave up to certain limits is permitted. Employees must obtain management prior approval to take annual leave, except in the event of an emergency.

The following table outlines the amount of annual leave that is accrued per year and the annual carryover limits:

| Years of Service | Hours Accrued per Pay Period | Hours (Days) Accrued per Year | Maximum Carryover Limits | Maximum Payout |
|--------------------|------------------------------|-------------------------------|--------------------------|----------------|
| 1 – 5 years | 4 hours | 96 hours (12 days) | 192 hours (24 days) | 192 hours |
| 5 – 9 years | 5 hours | 120 hours (15 days) | 240 hours (30 days) | 240 hours |
| 10 – 14 years | 6 hours | 144 hours (18 days) | 288 hours (36 days) | 288 hours |
| 15 – 19 years | 7 hours | 168 hours (21 days) | 336 hours (42 days) | 288 hours |
| 20 – 24 years | 8 hours | 192 hours (24 days) | 384 hours (48 days) | 336 hours |
| 25 years and above | 9 hours | 216 hours (27 days) | 432 hours (54 days) | 336 hours |

New hires may transfer leave consistent with Department of Human Resource Management (DHRM) policy coming from another Virginia Sickness and Disability Program enrolled agency or may be credited with annual leave at the time of hire at the discretion of the Executive Director. Any unused portion of this leave will accrue consistent with maximum carry-over limits based on an employee's years of service.

Employees participating in the traditional leave program, who separate from state government service, voluntarily or involuntarily, shall be paid for their documented unused leave balance up

to the maximum payout. Employees participating in the traditional leave program who are terminated for performance or misconduct reasons will forfeit their payout of unused leave.

Sick Leave: Sick leave may be used in instances of illness or injury to the employee. State employees transferring to the Authority who are already enrolled in the Commonwealth's traditional sick leave program will continue to earn sick leave at a rate of five hours per pay period.

All other employees are enrolled in the Virginia Sickness and Disability Program (VSDP). The Authority will provide each employee a handbook outlining the provisions of the VSDP. The VSDP handbook will also describe in detail the accrual and use of sick leave, family/personal leave, and short- and long-term disability leave.

Full-time employees are credited with the following VSDP leave hours on January 10th each year:

| Years of State Service | Sick Leave |
|------------------------|------------|
| Less than 5 | 64 |
| 5 to 9 | 72 |
| 10 or more | 80 |

Unused sick may not be carried forward from one year to the next and employees are not paid for any unused leave at separation. New full-time employees hired on or after July 10 will receive 40 sick leave hours for that calendar year.

Full-time employees are credited with the following VSDP leave hours on January 10th each year:

| Years of State Service | Family and Personal Leave |
|------------------------|---------------------------|
| Less than 5 | 32 |
| 5 to 9 | 32 |
| 10 or more | 40 |

Unused family/personal leave may not be carried forward from one year to the next and employees are not paid for any unused leave at separation.

New full-time employees hired on or after July 10 will receive 16 family/personal leave hours for that calendar year.

School and Community Assistance Leave: The Authority supports community involvement by its employees. The Authority allows employees to take a reasonable amount of time from work to attend meetings and activities of schools whether or not they have children enrolled in school (including parent-teacher conferences, student activities, mentoring, lunch buddies, etc.), non-profit organizations, commissions, governmental bodies or other charitable or community service

organizations. Employees must obtain prior approval from management for all community assistance leave.

Compensatory Leave: With prior management approval, exempt employees are eligible to work on a holiday or a weekend day and take leave on a regular workday in exchange.

SECTION VIII

HOLIDAYS

The Authority generally follows the Commonwealth of Virginia's holiday schedule; however, the Executive Director may grant additional holidays, or allow flexibility to assign floating holidays in lieu-of Commonwealth of Virginia holidays, the use and approval of which is subject to the Executive Director's approval. Additionally, employees have one floating holiday, which may be taken at any time during the year with the approval of management.

SECTION IX

FAMILY MEDICAL LEAVE ACT

The Authority complies with the Family Medical Leave Act (FMLA), which provides eligible employees with up to 12 weeks of leave (per each 12-month period) of paid, unpaid, or a combination of paid and unpaid leave under certain circumstances. These circumstances are: 1) incapacity due to pregnancy, prenatal medical care, or childbirth; 2) following the birth or adoption of a child; 3) to care for an immediate family member with a serious health condition; and 4) when the employee's own health condition makes them unable to perform their own job responsibilities.

The FMLA applies to exempt and non-exempt employees who have been employed by the Authority for at least one year or who transferred from a VRS participating agency where they have worked for at least 1,250 hours over the previous 12 months prior to the leave.

To utilize FMLA, the employee must coordinate with their direct supervisor and DBHDS 30 days prior to beginning the requested leave, if possible. The employee's leave usage will be tracked and the employee will be notified when the 12-week period ends. Please note that according to the provisions of the FMLA, the total amount of leave cannot exceed 12 continuous weeks.

The FMLA also provides leave for eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the Armed Forces, including the National Guard and Reserves, who is on active duty in a foreign country or is called to active duty in a foreign country may apply their 12-week FMLA leave entitlement under certain qualifying circumstances. Qualifying circumstances include, but are not limited to:

- Short-notice deployment (up to seven days of leave);
- Attending certain military events;
- Arranging for alternative child care;

- Addressing certain financial and legal arrangements;
- Periods of rest and recuperation for the service member (up to 5 days of leave);
- Attending certain counseling sessions;
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active-duty status); and
- Other activities arising out of the service member's active duty or call to active duty and agreed upon by the Authority and the employee.

FMLA also grants a leave entitlement permitting eligible employees to take up to 26 weeks of leave in any single 12-month period to care for a covered services member with a serious injury or illness. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who 1) has a serious injury or illness that was incurred in the line of duty that renders the service member medically unfit to perform his or her duties; 2) is in outpatient status; or 3) is on the temporary disability retired list. A covered service member also includes a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period of five years preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

Employees who request FMLA leave for any reason must submit a completed "Certification of Health Care Provider" to the manager for approval. The Authority uses the U.S. Department of Labor's standard form for certification purposes. Failure to provide the required medical certification in a timely manner may result in the denial of leave until it is provided. The Authority, at its expense, may require a second examination if it reasonably doubts the certification provided. If the second healthcare provider's opinion conflicts with the first, the Authority may require a third, mutually agreeable healthcare provider to conduct an examination and render a final and binding opinion.

When an employee takes FMLA leave for his or her own serious health condition, the Authority may require the employee to present a certification of fitness to return to work. If required, this certification must be given to the employee's manager on the day the employee returns to work. The employee will be restored to the same or an equivalent position held before the leave. The only exception to this restoration procedure is for certain key employees who will be notified of their status when they request FMLA leave. Key employees who take FMLA leave are reinstated to their former or equivalent positions only if their reinstatement does not cause the Authority substantial and grievous economic injury.

SECTION X

ACCOUNTING FOR LEAVES OF ABSENCE

An employee unable to report for work for any reason must contact his or her manager by 9:00 a.m. on the date of the unscheduled absence. If the manager cannot be reached, the employee must notify the next-level manager until contact with management is made.

- Employees must request leave in advance, except in the event of an emergency.

- Salaried employees are given year-to-date leave balance reports at least semi-annually, which reflects the amount of leave accrued and used. Employees should review their reports to ensure all leave has been recorded correctly. It is the employee's responsibility to notify his or her manager immediately of any discrepancies. Employees may also view leave balances via the online Cardinal Human Capital Management system application.
- Employees are encouraged to maintain personal records of leave earned and taken.
- An employee's manager or the Executive Director may require written verification confirming the leave is justified. An employee's leave may be denied if the employee fails to comply with management's request for verification.
- Unauthorized Absence: An employee who fails to report to work without proper notification and authorization may be deemed to have abandoned the position and resigned.

SECTION XI

ACCOMODATIONS

The Authority is committed to fostering an inclusive workplace where all employees are treated with respect and dignity. In accordance with the Americans with Disabilities Act (ADA) of 1990, the Authority will provide reasonable workplace accommodations, short of undue hardship. Undue hardship occurs when accommodation adjustments to the workplace prove costly or create risks to health or safety. There is no precise legal definition or standard formula for determining what constitutes undue hardship. Each situation is viewed as unique and assessed individually.

An employee has a disability if he or she has an impairment, or record of an impairment, that substantially limits one or more major life activities. "Substantially limits" under the ADA has been broadened to allow someone with an impairment to be regarded as having a disability, even without the perception that the impairment limits a major life activity, provided the impairment does not have an actual or expected duration of less than or equal to six months. The purpose of an accommodation is to ensure that individuals who are otherwise able to work are not excluded from doing so when working conditions can reasonably be adjusted. It is the employee's responsibility to inform management that disability-related accommodation is necessary in order to perform the essential functions of the job. Reasonable accommodations are identified, determined and implemented through a collaborative process involving the employee, the supervisor, and potentially the hiring committee. To request accommodation, employees must contact their manager to complete the Employee Reasonable Accommodation Request Form and obtain the Medical Information Request Form, which must be completed by a medical provider. All records associated with accommodation requests will be maintained in a secure location, separate from employees' personnel files, and will only be shared with persons on a need-to-know basis. The OAA and all individuals involved in the accommodation process will comply with the requirements of local, state and federal laws regarding privacy and protected information. OAA staff will monitor this policy and related procedures on a regular basis and make revisions as necessary to ensure that it complies with applicable law.

SECTION XII

BENEFITS

Full-time Authority employees are eligible for the standard Virginia state benefits package, unless otherwise specified in this manual. Part-time employees are eligible for partial benefits as described in the official state benefits package. Hourly employees are not eligible for benefits. Complete descriptions of each of the provisions of the official state benefits package can be obtained by contacting the employee's manager or via the Commonwealth of Virginia's Department of Human Resources Management website: <http://www.dhrm.virginia.gov/employeebenefits.html>, or to this manual, where applicable.

SECTION XIII

WORKERS' COMPENSATION

If, in the course of an employee's workday, the employee incurs an accident or illness directly arising out of the performance of his regular job duties, he may be entitled to compensation from the Authority's workers' compensation policy to help offset the loss of wages during the period he is unable to work. Employees should contact their manager for additional information regarding workers' compensation coverage. All work-related accidents must be reported immediately to the employee's manager in order for the employee to be eligible for workers' compensation.

SECTION XIV

EDUCATIONAL ASSISTANCE

Only full-time employees are eligible to participate in this program. Eligibility for tuition reimbursement begins after the employee has completed 12 months of employment with the Authority. Requests for educational assistance must be approved prior to course registration and implementation of any associated work schedule changes. Employees requesting educational assistance must provide information describing how the particular degree or certificate sought will benefit the Authority and the Commonwealth.

- Reimbursement is permitted for tuition and registration fees only. Books, supplies, parking fees, and any other expenses related to the courses are the employee's responsibility.
- Educational assistance is provided for attendance at Virginia four-year colleges, community colleges, and business schools. Eligibility for assistance for courses taken at other institutions will be determined on a case-by-case basis.
- Educational assistance is provided only for courses of study directly related to the employee's current job, or to a job which would provide for career advancement opportunities within the Authority.
- Paid time off for attending courses may be granted at the Authority's discretion and will not exceed four hours per week.
- An employee may be reimbursed for the entire cost of a pre-approved course if within 30 days of the completion of the course, he provides his manager with evidence of a passing grade of "C" or better, and a receipt from the institution which positively and conclusively documents that he has fully paid the tuition for courses taken. Employees are not reimbursed for courses if they receive a grade of "D" or below, unsatisfactory, or

incomplete. If the employee drops out of a course before completion and the resulting incomplete grade carries 30 days beyond the scheduled completion of the course, the employee will be considered to have received a failing grade and will not be reimbursed.

- No employee will receive educational assistance for more than three approved courses per fiscal year.
- An employee who receives educational assistance must remain employed with the Authority for a minimum of 12 months after completion of the education.

SECTION XV

OUTSIDE EMPLOYMENT

Employees may choose to engage in employment outside of the Authority if such work does not conflict with the mission of the Authority or affect the employee's ability to fully perform and complete all job duties (as determined by management). The outside employer's primary business shall not conflict with the mission of the Authority.

Outside employment must be approved in advance in writing by the employee's manager utilizing an "Outside Employment Form." If the employee's job performance at the Authority deteriorates as a result of outside employment as determined by his manager or the Executive Director, the Authority may require the employee to reduce or eliminate outside work in order to remain employed by the Authority.

An employee is not required to complete an Outside Employment Form for volunteer work, but any such work must not conflict with the mission of the Authority or affect the employee's ability to fully perform and complete all job duties (as determined by management).

SECTION XVI

DRESS CODE

The Authority strives to maintain a professional atmosphere at all times. The manner of dress of all employees is expected to conform to generally accepted professional appearances at all times while on Authority business. However, professional dress is not limited to traditional business attire and the Authority allows the wearing of appropriate business casual attire. If in doubt about the appropriateness of attire, an employee should err on the side of caution and abstain or consult with his manager.

Employees have the option of dressing in more traditional business attire at any or all times. Traditional business dress should always be worn to attend meetings of the Authority Board of Directors, with outside vendors, other agencies, or where warranted as determined by the employee's manager.

SECTION XVII

POLICY ON ALCOHOL AND DRUGS

The Authority maintains an entirely drug- and alcohol-free workplace. Accordingly, the use of such substances is not tolerated.

- Authority employees and contractors are prohibited from the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol, or any other drugs in the workplace. The Authority reserves the right to contact law enforcement to investigate any such suspected criminal activity.
- Authority employees and contractors may not be under the influence of alcohol or drugs while at the workplace, except for those drugs taken for legitimate medical purposes as described below.
- Medications prescribed or recommended by a medical practitioner are allowed in the workplace, so long as they are taken as instructed by the practitioner. Any undesirable side effects that may arise from their use should be discussed with the employee's manager.
- Employees committing violations of this policy may be subject to disciplinary action and/or termination of employment.

SECTION XIX

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Authority is committed to providing equal employment opportunity for all employees and job applicants regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, political affiliation, veteran status, or any other legally protected characteristic. Equal opportunity extends to all aspects of the employment relationship including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment. The Authority complies with all federal and state employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination.

It is unlawful to discriminate against any person based on race, color, religion, national origin, sex, age, marital status, citizenship status, disability, political affiliation, veteran status, or any other legally protected characteristic. Managers and employees found to have engaged in unlawful discriminatory conduct or harassment are subject to immediate disciplinary action, including termination of employment. The Authority will investigate any and all allegations of such unlawful conduct promptly and thoroughly.

SECTION XX

ANTI-HARASSMENT POLICY

Prohibited Conduct: The Authority is committed to providing a work environment free from unlawful harassment or discrimination based on race, color, religion, sex, national origin, citizenship, age, disability, military or veteran status, genetic information, or any other legally protected characteristic. This policy is intended to prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a manager, by independent contractors, or by vendors of the Authority.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility toward an employee because he or she is a member of a protected group and that interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment. The Authority strictly forbids harassment of any employee.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when; 1) submission to such conduct is made implicitly or explicitly a term or condition of employment; 2) submission to or rejection of such conduct is used as a basis for employment decisions affecting that individual; 3) such conduct has the purpose or effect of interfering with an individual's work performance; or 4) such conduct creates an intimidating, hostile, or offensive environment.

Sexual harassment can include but is not limited to the following:

- Verbal – Specific demands for sexual favors, sexual innuendoes, suggestive comments, and jokes of a sexual nature, and sexual propositions, and/or threats.
- Non-verbal – The presence of sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and/or obscene gestures.
- Physical – Unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual acts, or sexual assault.

Reporting: Employees should report any incident of harassment to management, the Authority Executive Director, or the Chair of the Hiring Committee. In no instance will an employee alleging harassment be required to report the allegation to the alleged harasser.

Investigation: The manager, the Authority Executive Director, or the Chair of the Hiring Committee has the duty and responsibility to investigate allegations of harassment and to take immediate and appropriate corrective action. All investigations of harassment shall be conducted as promptly and as confidentially as possible. The Authority may engage a third party as necessary to conduct the investigation.

Retaliation: The Authority does not tolerate unlawful retaliation. This includes any adverse employment action, harassment or other form of retaliation against an employee because that employee filed a complaint of discrimination or harassment, participated in a complaint-related investigation, or otherwise opposed unlawful discrimination or harassment.

Employees violating this SECTION XX may be subject to disciplinary action, up to and including termination of employment.

SECTION XXI

EQUIPMENT POLICY

It is expected that during regular Authority service hours, employees will use office equipment such as computers (including email and internet), iPads, copiers, fax machines, scanners, and telephones for Authority business purposes only. The occasional use of such office equipment and facilities for personal use, both during and after work hours, is acceptable within reason. Any question as to what constitutes acceptable limits should be addressed to Authority management. The Authority reserves the right to monitor employees' use of office equipment, and excessive personal use will result in disciplinary action.

Employees utilizing state vehicles shall follow the rules and regulations established by the Office of Fleet Management Services – Department of General Services for state-owned fleet vehicles.

SECTION XXII

INTERNET POLICY

The use of the internet is encouraged at the Authority as a valuable resource for employees to obtain job-related information. The Authority reserves the right to monitor employees' use of this resource. Visiting inappropriate sites is not acceptable under any circumstances. Inappropriate sites include but are not limited to those having sexually explicit content. "Sexually explicit content" means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in §18.2-390 of the Code of Virginia, sexual excitement, sexual conduct or sadomasochistic abuse. Inappropriate usage of the Internet may result in disciplinary action up to and including termination of employment.

SECTION XXIII

OUTSIDE COMMUNICATION AND SOCIAL MEDIA POLICY

Employees must not reveal or discuss in public any confidential information received or learned as a result of employment with the Authority. For the purpose of this policy, the term "confidential" includes any information (1) that would be protected by the attorney-client or work product privileges; (2) regarding ongoing investigations conducted by or involving the Authority; or (3) that has been designated by the speaker, sender, or recipient as confidential, when disclosure is not required pursuant to the Virginia Freedom of Information Act. Any employee who receives a request for such confidential information shall immediately forward it to his manager.

Employees may not suggest that they are speaking on behalf of the Authority or speak to the media about Authority business without specific authorization to do so. Specific authorization is not required generally for the conducting of official business, including correspondence and other matters integral to the work of the Authority.

Employees are free to express themselves as private citizens when utilizing social media to the degree that their speech and conduct does not impair working relationships of the Authority for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the

Authority. Employees are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Authority. Authority personnel should assume that their speech and related activity will reflect upon their office and the Authority.

This policy is not intended to prohibit or dissuade an employee from communicating outside of the Authority on matters of public concern in their capacity as private citizens, or from discussing any matters in their official capacities as specifically permitted by management or required by law.

SECTION XXIV **DISCLOSURE POLICY**

Employees must report to management any law enforcement contact, excluding minor traffic violations, by the first business day following any such charge or conviction. Additionally, any employee who drives a state vehicle or vehicle rented by the Authority while conducting state business must certify that he is in compliance with applicable state policies prior to the initial operation of a vehicle on state business. If, after such certification, an employee is restricted or prohibited from driving for any reason, the employee must notify his manager immediately.

SECTION XXV **SECURITY**

Background Investigation: The Authority may conduct background investigations on all employees, contractors, and interns.

Identification Badge and Security:

- ID badges are issued for the exclusive use of the named employee and are not to be loaned to anyone.
- ID badges remain the property of the Authority and must be surrendered upon termination of employment.
- A lost or misplaced ID badge must be reported to the employee’s manager immediately. The employee will be charged for the replacement of a lost or misplaced ID badge.
- Employees must return any found ID badges to the employee’s manager as quickly as possible.
- Employees may not allow an unauthorized person through a secure door or elevator.

Employees must comply with all information security standards and procedures established by the Authority.

SECTION XXVI **NEW EMPLOYEE ORIENTATION**

On or as near as possible to the employee's first day of employment, the employee will be given information regarding the Authority, benefit eligibility, his area(s) of responsibility, and will be introduced to co-workers and given a tour of the facilities.

- The employee's manager is responsible for providing the new employee with a description of his work area and work responsibilities.
- A current orientation package is provided to each new employee and employees will be provided assistance with the completion of required forms.

SECTION XXVII

ACCESS TO PERSONNEL FILES

The Authority contracts with DBHDS to maintain a personnel file on each employee. The personnel file contains job applications and resumes, performance appraisals, salary authorizations and actions, and other relevant employment information.

- Personnel files are strictly confidential. Access is restricted to the employee and to management to the extent there is a need to know in order to resolve disciplinary or grievance issues. Other employees are not permitted to view any personnel files other than their own.
- Official employee personnel files are located at and maintained by the Department of Behavioral Health and Developmental Services. Employees may review their own files by providing reasonable advance notice to their manager.

SECTION XXVIII

PERFORMANCE PLANS AND ANNUAL EVALUATIONS

Each employee is given a performance plan outlining the duties and responsibilities for his assigned position. The performance plan will assist the employee in determining job expectations of the employee, serve as a benchmark in determining annual performance, and help identify the employee's strengths and weaknesses. The performance plan will also assist Authority management in determining if an employee is fulfilling the obligations of his position and whether or not modifications should be made in job assignments. Employees will be evaluated on the performance of assigned duties and responsibilities annually by June 1st.

The Authority will also evaluate employees with respect to the following competencies:

- Technical expertise: Does the employee have the knowledge needed to perform the duties of his job and how well does he carry out these duties?
- Interpersonal abilities: How well does the employee get along with co-workers at all levels of the Authority?
- Initiative: Does the employee take on additional responsibilities without being asked?

- Oral and written communications: How well does the employee communicate verbally and in writing?
 - Organizational astuteness: Does the employee know how to properly address issues and respect the line of authority within the Authority?
 - Attendance: Does the employee comply adequately with his assigned work schedule and notify his manager of absences?
- Managers are encouraged to provide periodic, constructive counseling to their employees throughout the year to support employees in meeting their primary area and competency goals. Additionally, employees are expected to provide a brief summary of their accomplishments during the year, as well as any areas in which they would like to improve.
 - Upon hiring, each employee will enter into a six-month probationary period. Employees must satisfactorily complete this probationary period to be considered for continued employment. A Probationary Progress Review form will be used to evaluate the employee's performance during the probationary period.
 - At any time during the probationary period, if the manager determines that the employee is not satisfactorily meeting the requirements for the position, the employee may be terminated or be asked to resign.

The Hiring Committee shall annually review and recommend for Board approval compensation awards for OAA personnel.

SECTION XXXII

EMPLOYEE COMPENSATION COMPLAINT PROCEDURE

If an employee believes his wages have been subject to improper deductions or his pay does not accurately reflect all hours worked, the employee should report his or her concerns to the employee's manager, who shall investigate the matter promptly and thoroughly. If it is determined that any deductions from salary or other compensation paid were made in violation of this policy or federal or state law governing the payment of wages, the Authority shall reimburse the employee for such improper deductions or compensation and make a good faith commitment to ensure compliance in the future.

SECTION XXXIII

SEPARATION FROM THE AUTHORITY

The employment relationship may be terminated at any time by the Executive Director of the Authority or the employee, at will. The Executive Director may be terminated at any time by majority vote of the Board of Directors, or the Executive Director, at will.

Termination by the Authority: The employee may be removed from service at the request of Authority management. Termination for cause includes, but is not limited to:

- Repeated poor performance as determined by the employee's manager;
- Gross misconduct or insubordination as determined by the employee's manager;
- Violations of any Authority policy which was disseminated to all Authority employees, as determined by the employee's manager, regardless of whether such policy appears in this manual;
- Chronic poor attendance including late arrivals, early departures, and unapproved absences from work as determined by the employee's manager;

Resignation: An employee may voluntarily sever the employment relationship for any reason and is expected to give his manager at least two weeks' written notice indicating the effective date of the resignation.

Retirement: Employment of salaried employees may terminate at retirement age, and the employee will be eligible for benefits under the provisions of the VRS. For further information, employees should consult with their manager.

Involuntary Separation / Severance: A layoff may occur due to budget reductions, Authority reorganization, workforce downsizing or as determined by the Authority Board of Directors, for reasons other than the employee's job performance or misconduct.

Requirements on Termination:

- In any separation of service, employees must return all Authority property including, but not limited to keys, charge cards, phone cards, travel advances, employee identification cards, cellular phones, pagers, iPads and computers. Authority property includes business files and communications, in both physical and electronic formats.
- With approval from the employee's manager, an employee may be allowed to copy and keep items that demonstrate samples of their work while employed at the Authority.
- The employee's manager will provide necessary information relating to benefits upon separation.
- If applicable, the Authority will provide information regarding the disbursement of any unpaid leave balances. Employees will be compensated for any unused annual and compensatory leave. VSDP participants will not be compensated for any unused sick or family/personal leave. Participants in the traditional sick leave program will receive 25% of their remaining unused sick leave at the end of each year.
- Any overtime leave balance will be paid to a non-exempt employee at his ending hourly rate upon separation from the Authority.

Virginia Opioid Abatement Authority

Request for Outside Employment

This form is to be completed and signed by an employee requesting permission to secure outside employment. If the supervisor approves, it is to be forwarded through the management levels indicated on this form for their approval. After approval, the original form is retained at the work unit.

| | | | | | |
|--|--------------------------------------|----------------------------|--|------------------------|--------------|
| Employee Name | | Employee ID Number | | Position Number | |
| Role Title | | Position Work Title | | | |
| Current Duties | | | | | |
| Name of Prospective Employer | | | | | |
| Title of Position | | | | | |
| Working days and hours | | | | | |
| Duration of Employment | | | | | |
| Duties of position | | | | | |
| <p>Cancel Outside Employment <input type="checkbox"/> Date: _____</p> <p>I understand OAA duties must take priority in the case of a conflict. I understand that my primary work responsibility is with the Virginia Opioid Abatement Authority (OAA) and that OAA policy provides that I may <u>not</u> engage in outside employment during the hours for which I am employed to work at OAA; and that this approval may be revoked if my supervisor determines that my outside employment negatively affects my work performance.</p> <p>Employee Signature _____ Date: _____</p> | | | | | |
| Approved <input type="checkbox"/> | Supervisor Name | | | | |
| Disapproved <input type="checkbox"/> | Supervisor Signature: | | | | Date: |
| Approved <input type="checkbox"/> | Executive Director Name | | | | |
| Disapproved <input type="checkbox"/> | Executive Director Signature: | | | | Date: |
| Remarks (Enter special conditions or reason for disapproval) | | | | | |